

Toolkit for Faith-Based and Community Organizations:

Supporting the Child & Adult Care Food Program (CACFP)

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The Child & Adult Care Food Program (CACFP) provides nutritious meals and snacks to children and adults receiving day care. It plays a vital role in improving the quality of day care and making it more affordable for low-income families. The CACFP also provides meals to children and youths in homeless shelters, and snacks to children and youths participating in afterschool care programs. In a few States, the CACFP also provides supper to participants in afterschool care programs.

What is the CACFP?

The CACFP reimburses sponsoring organizations and independent centers for meals served to children at approved child care centers and day care homes, and to adults at approved day care facilities.

Administered nationally by the U.S. Department of Agriculture (USDA) and at the state level by a State agency, the Program is operated by approved institutions/sponsoring organizations (i.e., day care homes and centers) which receive payments from USDA, through their state administering agency, for meals served and for certain administrative costs.

Who can sponsor the CACFP?

Local government agencies, school districts, private nonprofit organizations, and certain for-profit organizations can sponsor the Program. Both faith-based and community-based organizations are eligible to participate in the CACFP as private nonprofit or for-profit organizations. Faith-based and community-based organizations may sponsor multiple family day care homes/institutions where meals are served, or may operate a single, independent center.

What are the responsibilities of a CACFP sponsor?

Program institutions/sponsoring organizations are responsible for the administrative and financial management of the CACFP. As a sponsor, you will:

- attend program training provided by your state agency,
- identify and develop eligible day care centers and homes,
- hire, train, and supervise staff,
- arrange for meals to be prepared at or delivered to your centers and homes,
- monitor your centers and homes, and
- prepare claims for reimbursement.

Where does the Program operate?

The physical locations where CACFP meals are served can be varied, but must be approved by the State agency. Examples of settings include:

- **Child Care Centers.** Private nonprofit child care centers, Head Start programs, government agencies and certain for-profit centers may serve meals and snacks to infants and children, 12 years of age and younger. Child care centers must be licensed or approved to provide child care.
- **Day Care Homes.** Private nonprofit organizations and government agencies may serve meals and snacks to infants and children, 12 years of age and younger, as part of nonresidential day care. Homes must be licensed or approved to provide child care.
- **Afterschool Care Programs.** Private nonprofit organizations, government agencies and certain for-profit organizations may serve snacks to at-risk children and teenagers, 18 years of age and younger, as part of afterschool enrichment activities in eligible areas. In Delaware, Illinois, Michigan, Missouri, New York, Oregon, and Pennsylvania, these organizations and agencies may also serve suppers as part of afterschool enrichment activities in eligible areas. Afterschool Care Programs do not have to be licensed to provide care unless required to do so by the State in which they are located.
- **Emergency Shelters.** Private nonprofit organizations and government agencies may serve meals to children 18 years of age and younger in emergency shelters that provide residential and food services. Emergency Shelters do not have to be licensed to provide care unless required to do so by the State in which they are located.
- **Adult Day Care Centers.** Private nonprofit organizations, government agencies and certain for-profit organizations may serve meals and snacks to functionally impaired, nonresident adults, and adults 60 years of age and older, in adult nonresidential day care facilities that provide structured, comprehensive services.

Who can receive meals?

Children, 12 years of age and younger, may receive meals and snacks at day care homes and centers. Migrant children 15 years of age and younger, children who reside in homeless shelters, and children 18 years of age and younger who participate in afterschool care programs or reside in emergency shelters, may receive meals and snacks.

Additionally, functionally impaired, nonresident adults, and adults 60 years of age and older, may receive meals and snacks at adult care centers.

How many meals can participants receive each day?

Generally, children may receive a maximum of two meals and one snack, each day, at a day care home or child care center. Children in centers that serve the families of migrant workers, and children through age 18 who reside in homeless shelters may receive up to three meals each day. Children and teenagers may receive one snack each day as part of afterschool enrichment activities in eligible areas.

Functionally impaired, nonresident adults, and adults 60 years of age and older, may receive a maximum of two meals and one snack each day at an adult care center.

How does a faith-based or community organization apply to be a program sponsor?

All private nonprofit organizations, including faith-based and community-based organizations, should contact the administering State agency to request an application from the agency.

How are faith-based and community organizations reimbursed for the meals served?

Faith-based and community-based organizations document the meals that they serve and submit this information to the State agency each month. Organizations are reimbursed for meals that they serve based on established rates for administrative and operating costs.

What sort of meal must be served?

Meals may be served as a complete package, or family style. In either type of meal service, minimum quantities of required meal components must be available to each participant. In some instances it may only be appropriate to offer certain components family style.

Can a faith-based or community organization serve meals, if it does not have meal preparation facilities?

Yes. Some private nonprofit organizations, including faith-based and community-based organizations, serve meals by participating in the Program under the auspices of a sponsoring organization. Sponsoring organizations may maintain meal preparation facilities or may contract meal preparation by vendors such as schools. If your organization is interested in this arrangement, contact the State agency for assistance in locating an established sponsoring organization.

Can a faith-based or community organization serve meals, but not sponsor the Program or prepare meals?

Yes. Many private nonprofit organizations, including faith-based and community-based organizations, want to serve meals, but don't have the resources to manage at a higher level. Many sponsoring organizations welcome the participation of such organizations, even on a limited basis. If your organization is interested in this arrangement, contact the State agency, or a local Program sponsoring organization.

When serving meals, you will:

- attend program training provided by your sponsor,
- supervise activities and meal service at your setting,
- distribute meals according to CACFP guidelines,

- maintain daily records of meals served,
- store and handle food properly, and
- keep the setting clean and sanitary.

What's the next step?

Contact your State agency or the appropriate USDA Regional Office listed below. You may also request CACFP information by writing to CACFP/SummerSection@fns.usda.gov or learn more about the Program by visiting <http://www.fns.usda.gov/cnd/>.

Alabama Department of Education Phone: (334) 242-1988 http://cnp.alsde.edu/	District of Columbia State Agency Services Phone: (202) 727-6436
Alaska Department of Education & Early Development Phone: (907) 465-8708 www.eed.state.ak.us/tls/cns/	Florida (Children) Department of Health Phone: 850-245-4323 www.doh.state.fl.us/ccfp/ Florida (Adults) Department of Elder Affairs Phone: 850-414-2337 http://elderaffairs.state.fl.us/
Arizona State Department of Education Phone: (602) 542-8709 www.ade.az.gov/health-safety/cnp	Georgia Bright from the Start Department of Early Care and Learning Phone: 404-651-8197 www.dec.state.ga.us/
Arkansas Department of Human Services Phone: (501) 682-8869 www.state.ar.us/childcare/usda.html	Guam Department of Education Phone: (671) 475-6407
California Department of Education Phone: (916) 323-7311 or 800 952-5609 www.cde.ca.gov/sl/nu/cc/	Hawaii Department of Education Phone: (808) 587-3600 http://ohcnp.k12/hi/us/cacfp.html
Colorado Department of Public Health and Environment Phone: (303) 692-2330 www.cdphe.state.co.us/ps/cacfp/cacfpom.asp	Idaho Department of Education Phone: (208) 332-6825 www.sde.state.id.us/child
Connecticut Department of Education Phone: 860-807-2071 www.state.ct.us/sde/deps/nutrition/	Illinois (Children) State Board of Education Phone: 217-782-2491 www.isbe.state.il.us/nutrition/default.htm Illinois (Adults) Department on Aging Phone: 217-785-3353 www.state.il.us/aging/
Delaware Department of Education Phone: (302) 739-4676 www.doe.k12.de.us/programs/nutrition	Indiana Department of Education Phone: (317) 232-0850 www.ideanet.doe.state.in.us/food/

Iowa Department of Education Phone: (515) 281-4757 http://www.iowa.gov/educate/content/blogcategory/59/904	Nevada Department of Education Phone: 702-486-7927 www.doe.nv.gov/programs
Kansas State Department of Education Phone: (785) 296-2276 www.kn-eat.org/HomePage/Kneathome.htm	New Hampshire Department of Education Phone: (603) 271-3860 www.ed.state.nh.us/education/doe/organization/programsupport/bnps.htm
Kentucky Department of Education Phone: (502) 564-5625	New Jersey State Department of Agriculture Phone: (609) 984-0692 www.state.nj.us/agriculture/division/fn/childadult
Louisiana Department of Education Phone: (225) 342-3720 www.doe.state.la.us/lde/nutrition/1667.html	New Mexico Children Youth & Families Department Phone: (505) 827-9961
Maine Department of Health and Human Services Phone: 207-287-5060 www.maine.gov/dhhs/occhs/foodpgm.htm	New York Department of Health Phone: 518-402-7287 or 800-942-3858 www.health.state.ny.us/nysdoh/prevention/nutrition/cacfp/
Maryland Department of Education Phone: (410) 767-0199 www.msde.state.md.us/programs/foodandnutrition	North Carolina Health & Human Services Section Phone: (919) 707-5799 www.nutritionnc.com/snp/
Massachusetts Department of Education Phone: (781) 338-6479 www.doe.mass.edu/cnp/	North Dakota Department of Public Instruction Phone: (701) 328-2294 or 1-888-338-3663 www.dpi.state.nd.us/child/programs.shtm
Michigan Department of Education Phone: 517-373-8642 www.michigan.gov/mde/	Ohio Department of Education Phone: 614-466-9748 or 800-808-MEAL www.ode.state.oh.us/food_service/
Minnesota Department of Education Phone: (651) 582-8397 or 800-366-8922 http://education.state.mn.us/MDE/Learning_Support/FNS/index.html	Oklahoma Department of Education Phone: (405) 521-3327 www.sde.state.ok.us/pro/nut.html
Mississippi State Department of Education Phone: (601) 354-7015 www.cn.mde.k12.ms.us/	Oregon Department of Education Phone: (503) 947-5888 www.ode.state.or.us/
Missouri Department of Health & Senior Services Phone: (573) 751-6269 or 1-888-435-1464 www.dhss.mo.gov/cacfp	Pennsylvania Department of Education Phone: (717) 787-7698 www.pde.state.pa.us/food_nutrition/site/
Montana Department of Public Health & Human Services Phone: 406-444-4347 or 888-307-9333 www.dphhs.state.mt.us/ccrd/food.htm	Puerto Rico Department of Education Phone: (787) 754-0790 http://de.gobierno.pr/dePortal/Inicio/Inicio.aspxx
Nebraska State Department of Education Phone: (402) 471-2488 www.nde.state.ne.us/NS/	Rhode Island Department of Education Phone: (401) 222-4600 ext. 2364 www.ridoe.net/Finance/Nutrition/

South Carolina Department of Social Services Phone: (803) 898-0971 www.healthyhelpings.org/cacfp.htm	Virginia USDA, Mid-Atlantic Regional Office Phone: (609) 259-5050 or 1-800-448-USDA www.fns.usda.gov/fns/default.htm
South Dakota Department of Education Phone: (605) 773-4746 http://doe.sd.gov/sitemap.asp	Washington Superintendent of Public Instruction Phone: (360) 725-6200 www.k12.wa.us/ChildNutrition/
Tennessee Department of Human Services Phone: (615) 313-4749 http://tennessee.gov/humanserv/	West Virginia Department of Education Phone: (304) 558-2708 http://wvde.state.wv.us/directory/office/Office+of+Child+nutrition
Texas Department of Human Services Phone: (512) 420-2506 www.dhs.state.tx.us/programs/snp/	Wisconsin Department of Public Instruction Phone: (608) 267-9123 www.dpi.state.wi.us/dpi/dfm/fns/
Utah State Office of Education Phone: (801) 538-7680 www.usoe.k12.ut.us/cnp/	Wyoming Department of Education Phone: (307) 777-6263 http://www.k12.wy.us/hs.asp
Vermont Department of Education Phone: (802) 828-5154 www.state.vt.us/educ/nutrition/	
Virgin Islands Department of Education Phone: (340) 774-9373	

FNS Regional Office Contacts

Northeast: CT, ME, MA, NH, NY, RI, VT Mr. John Magnarelli, Director Child Nutrition Programs Northeast Regional Office Food and Nutrition Service, USDA 10 Causeway Street, Room 501 Boston, MA 02222-1069 Telephone: 617-565-6370 Fax: 617-565-6472	Mid-Atlantic: DE, DC, MD, NJ, PA, PR, VA, VI, WV Mr. James Harmon, Director Child Nutrition Programs Mid-Atlantic Regional Office Food and Nutrition Service, USDA Mercer Corporate Park 300 Corporate Blvd. Robbinsville, NJ 08691-1598 Telephone: 609-259-5050 Fax: 609-259-5128
Southeast: AL, FL, GA, KY, MS, NC, SC, TN Ms. Lanna Kirk, Director Child Nutrition Programs Southeast Regional Office Food and Nutrition Service, USDA 61 Forsyth Street SW, Room 8T36 Atlanta, GA 30303-3415 Telephone: 404-562-7099 Fax: 404-527-4513	Midwest: IL, IN, MI, MN, OH, WI Ms. Elvira Jarka, Director Child Nutrition Programs Midwest Regional Office Food and Nutrition Service, USDA 77 West Jackson Blvd., 20th Floor Chicago, IL 60604-3507 Telephone: 312-353-6664 Fax: 312-353-4108

<p>Southwest: AR, LA, NM, OK, TX Ms. Betty Veasley, Director Child Nutrition Programs Southwest Regional Office Food and Nutrition Service, USDA 1100 Commerce St., Room 5-A-6 Dallas, TX 75242-9980 Telephone: 214-290-9814 Fax: 214-767-5522</p>	<p>Mountain Plains: CO, IA, KS, MO, MT, NE, ND, SD, WY, UT Ms. Darlene Sanchez, Director Child Nutrition Programs Mountain Plains Regional Office Food and Nutrition Service, USDA 1244 Speer Blvd. Suite 903 Denver, CO 80204-3581 Telephone: 303-844-0359 Fax: 303-844-2234</p>
<p>Western: AK, American Samoa, AZ, CA, GU, HI, ID, NV, OR, WA, Commonwealth of the N. Mariana Islands Mr. Jesus Mendoza, Director Child Nutrition Programs Western Regional Office Food and Nutrition Service, USDA 550 Kearny Street, Room 400 San Francisco, CA 94108-2518 Telephone: 415-705-2229 Fax: 415-705-1364</p>	